

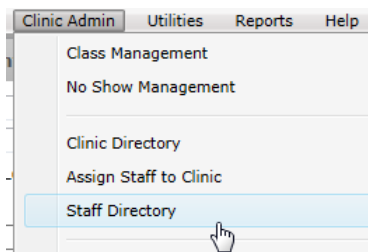


Question:

I need to change my email address. What needs to be done to change it in KWIC?

Answer

A local staff member with **KWIC Administrator** security clearance can change the email addresses in the KWIC system. Use the Clinic Admin/Staff Directory to find and retrieve the staff record.



On the Detail tab, you can change your email address and then click save.

Find Staff **Staff: Warren, Ashley**

Detail Clinic Assignments Qualifications

Detail

Ligon ID **Ashle007**

First Name MI Last Name

Job Title

Work Phone Ext

Fax

Email

Make sure to notify the State Agency (SA) at KDHE.WICStaffChange@ks.gov so we can make the changes in our records outside of KWIC.

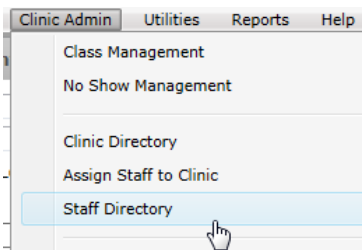




Staff Qualifications

As new employees are hired or as qualifications change for current employees, make sure to go in and assign staff members the correct staff qualifications per policy [ADM 07.03.00 Maintain Clinic Information](#). This way staff will receive email notifications from State Agency based on those qualifications assigned to them.

A local staff member with **KWIC Administrator** security clearance can change the assign staff qualifications in the KWIC system. In order to assign staff member's staff qualifications, use the Clinic Admin/Staff Directory to find and retrieve the staff record.



On the Qualifications tab, you can change the qualifications the staff member needs and then click save.

Find Staff **Staff: Warren, Ashley**

Detail Clinic Assignments **Qualifications**

Available Items	Selected Items
Qualification Description	Staff Qualifications
BF Newsletter	Civil Rights Coordinator
BFPC Supervisor	I & P Memos
Breastfeeding Coordinator	KWIC Administrator
Breastfeeding Peer Counselor	KWIC Helpdesk
Nibbles & Bites	Local Vendor Contact
Nutrition Service Coordinator	Vendor Newsletter
Registered Dietitian	WIC Coordinator
Registered Nurse	WIC Newsletter

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Reminder for Staff Changes

Reminder that per policy [ADM 07.02.01 KWIC User Security](#), if a Local Agency employee leaves employment due to termination, then the Local Agency shall contact the State Agency to have the employee's access removed from KWIC within 24 hours of termination. If a Local Agency employee leaves employment under normal circumstances (ex. 2 weeks' notice), then the Local Agency shall contact the State Agency to have the employee's access removed from KWIC within 1 week from the end of the employee's employment.

Please be sure to follow this policy as it is important that the only people who have access to the system are those who are current employees.

